RESCUING THE MEMORY OF OUR PEOPLES

ARCHIVES MANUAL

REVISED EDITION

compiled by
Martha Lund Smalley
Rosemary Seton

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International Association for Mission Studies

2014

Contents

Foreword

The first edition of this manual was developed in conjunction with the *Rescuing the Memory of our Peoples Documentation and Archives Conference* sponsored by the International Association of Catholic Missiologists and the International Association for Mission Studies in 2002. The advice provided by the conference participants and fellow archivists from a number of different countries and Christian traditions is gratefully acknowledged.

After more than a decade, the manual was in need of updating to account for technological advances and emerging issues. This work has been done in conjunction with the 2014 meeting of the International Association for Mission Studies DABOH working group, hosted in Rome by Fr. Marek A. Rostkowski, OMI, Director of the Library of Pontifical Urbaniana University. Once again, the contributions of participants at the meeting, and of fellow archivists, particularly Robert Shuster and Rosemary Seton, co-author of the first edition, are gratefully acknowledged. Mariel Deluca Voth coordinated the revision process.

It is our hope that this manual will serve as an impetus and encouragement for churches and missions around the world to establish and maintain archival programs.

Martha Lund Smalley
Yale University Divinity Library

Prayer by Fr. Sebastian Karotemprel,
in preparation for the 2002 conference "Rescuing the Memory of our Peoples"

O God our Father and Creator, You have left your image on every creature.

Your footprints are on all the pathways of the universe.

Your fingerprints adorn and embellish every being.

You have inspired all holy men and women, sages, gurus, prophets, bodhisattvas, jinas, tirthankaras, suffis and saints to leave a record

of their perception of you in meditation, dream, and vision,

their experience of you in prayer and contemplation,

in renunciation and simplicity of life, both in creation and in history.

Our spiritual and cultural ancestors have left behind monuments, carvings, paintings in caves and frescoes, on stones, tablets, in epics and stories,

in oral and written traditions, and they serve as signposts of your hidden presence in creation and historical revelation.

You inspired the disciples of your Son Jesus Christ to treasure up for all ages to come his saving image, precepts and words in the Scriptures.

These agents of the mission of your Son always sought to leave behind a record of their activities in extending your kingdom on earth as lesson for posterity.

May we gather up the scattered fragments of the history of their heroism and holiness, their love for all the peoples of the world, and the history of their service to the Churches. May we cherish and preserve them. May we learn from their experience. May we be inspired by their zeal.

Inspire, illumine and guide us as missionaries, interested in preserving and promoting all that reminds us of your saving presence and work in the world,

especially of the mission of your Son Jesus Christ.

May your blessings accompany our enterprise.

May this prayer rise from our hearts to your throne

in the name of Jesus Christ your Son and our Saviour, and the Lord of all history. Amen.

1. INTRODUCTION

And I will make every effort to see that after my departure you will always be able to remember these things. 2 Peter 1:15 NIV

Archives are the source materials that make it possible for future generations to know and understand the history of institutions, organizations, and individuals. These source materials include letters, minutes, reports, legal documents, publications, photographs, oral histories, conference records, and other materials that provide documentation of policies, activities, and events. If these types of records are lacking, the memories of our history will be incomplete and inaccurate.

We, as Christians, should understand the need for archives because our faith specifically engages us with the long history of God's interaction with the world. Appreciation for this grounding of our faith in the whole history of God's people can open our eyes to the need to preserve the record of our own part in an ongoing and interrelated story. Saving records should not be seen as peripheral or burdensome, but rather as opportunity to both document our past and enrich our ongoing work.

Archives can:

- **Help form and strengthen our identity by deepening our understanding of our past**

- **Provide resources for publications, activities, and events**

- **Save time and energy of staff who need to find information in order to fulfill their duties**

- **Provide valuable research resources for interested members of the faith community, historians of the organization, academic scholars, and the general public.**

The word "archives" refers not only to records themselves, but also to the place where archival records are kept. Archives can be cared for in various ways: 1) locally, in-house; 2) by a regional or national parent body or governmental institution; or 3) by an appropriate library, archives, or museum. Each organization will need to determine for itself which custodial model is most appropriate for its situation. It is hoped that this

manual will provide the information necessary for an organization to establish and develop its archives, whether in-house, or in conjunction with another body.

Every organization should have an archives, whether simple or elaborate. It could be one file cabinet of documents or a building filled with shelves of documents. Do the best that you can under your circumstances.

2. LAYING A FOUNDATION

Establishing an archival program requires a long-term commitment on the part of the leaders of an organization. Whether the archives are housed within the organization or hosted elsewhere, there must be an ongoing commitment to provide for staff, space, and financial support. Before plunging into the activities of gathering, organizing, and describing archives, an organization should establish a foundation of guidelines that define the parameters of its archives program and provide for lasting commitment.

A good foundation for an archives program is a Statement of Goals, or vision statement, formulated in conjunction with the organization's leaders. Such a statement should be reviewed and approved by the highest governing body of an organization or institution. It should be written down - on record and available for distribution to interested parties.

Statement of Goals

The Archives of the _____ Church

We believe that we have a responsibility to document the history of our church and we commit ourselves to establishing and sustaining an archival program.

It shall be the duty of the archivist to collect and preserve historically significant records of our church, so that our story will be known to future generations.

The archives will also serve to facilitate the current work of the church by preserving legal and financial records and gathering resources that will enhance publications and events. The archivist will seek opportunities to promote and encourage use of the archives.

Approved by the Governing Board
[date]

The example above is for a church, but other Christian organizations, such as mission agencies, parachurch ministries, and educational institutions should adapt it as

needed to develop their own archives.

This brief vision statement should be supplemented by written documentation of basic policies and procedures for the archives. Examples of important guidelines would include:

Governance and staffing:

- The governing board will designate an individual to take charge of the archival program, and will provide support in the form of space, supplies, and staff assistance.
- The governing board will define the position of the archivist, indicating to whom he/she reports, the position's responsibilities, authority, and term of office. Ideally the designated archivist or "History Officer" will report directly to the board and will be empowered, through board approval, to request and receive records into the archives as delineated in the organization's collecting policy (see Chapter 3). The authority of the archivist to collect materials is regulated and monitored by the governing body; the archives should not be viewed as the "fiefdom" of the archivist.
- It will of course require teamwork and assistance from many staff members to have a successful archives program. It is important to have the responsibilities written into the job descriptions of those involved in the process.

Access and use policies: (see Chapter 8 for more detailed discussion)

- ***Who is allowed to use materials?*** Are the organization's archives to be made available only internally, to staff members, or will they be made available to outside researchers?

- ***What materials will be made available for use?*** Access to confidential records concerning living or recently deceased persons will not normally be granted. Those administering the archive should make themselves familiar with country/state legislation on data protection. Are there other restrictions on access to the archives or are they generally open for use by registered users?

3. WHAT SHOULD BE IN THE ARCHIVES?

Listed below are the types of materials that are often kept in archives. Certain types of materials may be more important in some contexts than in others. Note that these materials may be in paper format or in various other formats, including electronic files. The format of the materials is important when it comes to knowing how to organize and preserve them, but format should not affect the basic decision of what to collect.

LEGAL DOCUMENTS:
    By-laws, constitutions, incorporation papers
    Tax records, audits, contracts
    Deeds, real estate documents
    Baptismal, marriage, burial, etc. records

ADMINISTRATIVE AND POLICY DOCUMENTS:
    Annual reports
    Minutes of board, committee, and council meetings
    Personnel records
    Procedure and policy manuals
    Financial records
    Church or organizational histories
    Lists of staff or church members, statistical documentation

MATERIAL DOCUMENTING ACTIVITIES:
    Publications like newsletters or pamphlets
    Programmes from events
    Correspondence, memos, and email
    Publicity materials
    Conference records
    Scrapbooks of clippings or other kinds of memorabilia
    Sermons, creeds, hymns, tracts, prayer letters, testimonies
    Educational materials
    Audio-visual materials :
       films or audio and/or video tapes of services and other meetings, church music, educational programs, conferences, radio programs, photographs of special events such as conferences or baptisms, photographs of typical activities such as a worship service or school
    Artifacts such as banners, costumes, objects used in worship

PERSONAL RECORDS:
    Journals, diaries, and other personal papers of important leaders.

Oral histories of individuals who played an important role in the life of the organization
Commemorative plaques

Keep these questions in mind as you consider what records should be in your archives:
1) WHAT DO YOU HAVE ALREADY?

When deciding what records to keep in your archives, it is helpful to make a survey of the types of records your organization routinely creates or has gathered over time. It is useful to look at an organizational chart that indicates the hierarchy of the organization in order to determine who should be contacted about archival records. A person who is familiar with the work of the organization should go through the list of types of material above and make note of which types exist or should exist. Preliminary investigation may reveal that some important records are not in the organization's current offices. If they are not there, where are they - in the homes of the organization's leaders? in a closet somewhere? Some detective work may be required to track records down, including contacting former leaders of the organization.

2) WHAT IS YOUR COLLECTION POLICY GOING TO BE?

An organization's archives may be large or small depending on the resources available to sustain the program. If limited space and financial support are available, it becomes all the more crucial to determine the priorities for what is kept. Rather than haphazardly collecting samples of the various types of materials listed above, a consistent collecting policy should be designed and implemented. Ideally, the collection policy of an archives should be a written document that can be distributed throughout the organization and passed down to future staff members.

3) WHAT IS YOUR RECORDS RETENTION POLICY?

Organizations often have both a **records manager** and an **archivist**. The **records manager** takes responsibility for overseeing contemporary records and makes sure that records with historical value make their way into the archives. The **archivist** is charged with responsibility for caring for and administering the records of an organization that have been appraised as having evidential, historic, or research value and set aside for permanent retention in a repository. Records managers and archivists can use common sense and their knowledge of an organization's needs in making decisions about what to keep and what to discard. They should always work in very close communication with the creators of the records, who are the ones most aware of potential value.

Not every record generated by an organization needs to be sent to the archives; only those that are historically significant should be sent. If there are multiple copies of documents, it is acceptable to keep only two copies and discard the rest. Original

documents should be retained in the archives whenever possible but if originals are not available, a copy of a document can serve the purpose of providing historical documentation.

Some correspondence and documents, such as acknowledgments, travel arrangements, and orders of supplies, may not be necessary to keep. There may be a category of records that are bulky and relatively unimportant in which sample years – for example, one year in every decade - might be retained. Among the records that are appropriate for the archives, some need only be kept temporarily while others should be kept permanently. See **Appendix D: Records Management** for more information.

4) ARE THERE RECORDS THAT BELONG IN THE ARCHIVES BUT TO WHICH ACCESS SHOULD BE RESTRICTED?

It may be necessary to restrict public access to archival records because of situations of persecution or oppression of Christians. If there is any chance that a public posting of names, locations, or program activities could result in danger to individuals associated with the organization, public access to both the records and the finding aids or descriptions of the records should be restricted.

All organizations have records that are confidential or have the potential of causing harm to an individual. It may be necessary to keep certain archives closed for a period of years. If records are restricted, the restriction should not be for an indefinite period; it is better to have a specific agreement about the number of years of the closure, e.g. ten years or fifty years, or during the lifetime of the individual concerned. Country and state laws regarding restrictions on records should be studied carefully.

5) DOES DOCUMENTATION THAT IS IMPORTANT FOR YOUR ARCHIVES EXIST ELSEWHERE?

Some important materials documenting the origins and development of church bodies around the world can be found only in the archives of European and North American agencies. This is not surprising, for these materials also document the work of the "sending" agencies. We must now work together to insure the preservation and accessibility of records that document the history of both the "sending" agencies and the organizations that they helped to originate. Microfilming or digitization of records may enable the re-uniting of dispersed documentation, but all efforts in this direction must be based on a firm foundation of archival organization and description.

6) DO YOU NEED TO CREATE NEW CONTENT?

Some organizations may find themselves in a situation where records documenting their history simply do not exist or are insufficient to tell the whole story of the organization's life and history. In such cases, it may be necessary to take deliberate actions to create

documentation. Methods of creating content for the archives would include:

1. Asking appropriate people to write down their memories and reflections or hosting a workshop on sharing memories.
2. Sending out a questionnaire or post an inquiry on your website asking churches or individuals to provide information.
3. Commissioning someone to research and the history of the organization.
4. Having seminary students write papers about their local churches.
5. Developing an oral history project.
6. Seeing if minutes and other important documents are among the personal papers of individuals who have been involved with the organization.
7. Obtaining copies of documents held elsewhere.

There can be pitfalls in creating archival content from scratch rather than relying on the spontaneous creation of records by an organization, but proactive projects are sometimes necessary to fill in the gaps. See **Appendix C** for more information about oral history projects.

7) WILL RECORDS BE SAFE IN YOUR ARCHIVES?

Organizations should carefully consider the political realities of the area where their records are being stored. There may be cases in which it is safer to send records elsewhere to insure their preservation. A partner agency, academic library, or public records office may be able to house the physical records and make digital copies available for access purposes.

Comments on oral history:

Archives today collect a mind-boggling quantity of documents. As modern organizations grind out paper and film and tape and computer files and now e-mail messages, archives struggle to preserve the historically significant fragment. And even though that might be only one percent of the documents created, it is still a vast pyramid of documentation. And yet we also struggle with the fact that we can preserve the height, width and volume of an event, but let the essence of it slip through our fingers. As we were taught in my quantification history class, what counts best does not necessarily count most. And what preserves best is not necessarily the most important thing to preserve…..

Memory distorts and interviewers have their inadequacies, and we understand in part and communicate in part, seeing as through a glass darkly. But in spite of all that, we want the reflection of the light that is in these records to be there for others to see….

From a 1997 presentation by Robert Shuster, "Told by Those Who Saw These Things" Oral History and Evangelism in the Archives of the Billy Graham Center.

4. WHERE SHOULD THE RECORDS BE KEPT?

Once an organization has decided to establish an archives program, it must take responsibility for finding an appropriate place for its archives to be stored. The repository where archives are kept, whether it is simply the corner of an office or a dedicated building, needs to conform to certain standards in order to insure the long term preservation of the records. Some organizations may be able to find an appropriate place to store their archives locally while others may choose to send their archives into the care of another organization. If you are not able to create an ideal setting for your archives, you should still do whatever you can. Just bringing the archives together in a secure room is better than doing nothing. If you make a start, others can build on your work.

The ideal repository will guard against the enemies of archives illustrated below. Archives and manuscripts are adversely affected by heat and damp; they are the prey of pests of all kinds (including human ones!) and are often subject to neglect and/or careless handling.

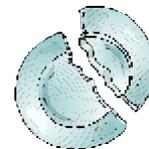| Damp	Heat	Light	Pests	Careless handling

Fire	Floods	Dirt	Theft	Neglect

Ideally, the site of a building that houses archives should not be liable to

subsidence, earthquakes, or flooding. It should not be near potential sources of fire, explosion, harmful gases, smoke, dust, or pollution.

The building itself may come in many forms, shapes, and sizes. Creative architecture and creative re-use of buildings may lead to suitable repositories. An old church that remains cool inside whatever the weather, for example, could be a suitable archives building. A building constructed partially underground might provide for cooler temperatures in a tropical climate. Use the checklist below to evaluate the suitability of a building for storing archives:

ARCHIVES BUILDING CHECKLIST

Large enough for archives now and in the future	
Secure against intruders and non-authorized personnel	
Secure against rodents and other pests	
Windows covered with wire mesh (screening) against insects	
Windows shaded to keep out direct sunlight	
Stable environmental conditions with little seasonal variation	
Roof and windows that are not susceptible to leaks	
Entrances and passage-ways easy to negotiate	
Lighting that is switched on only when necessary	
Fire resistant	
Local control over temperature (e.g., archives section not subject to loss of air-conditioning on weekends)	

SHELVING FOR ARCHIVES

Shelving of metal that does not rust is normally recommended because wooden shelves can be a fire risk and a food source for insects. If metal shelving is not feasible, locally available hardwoods or boards treated to resist insect infestation may be viable alternatives. Shelving should be of sturdy and rigid structure. Shelving should be placed away from outside walls to permit circulation of air. The bottom shelf should be at least 15 cm. from the floor to protect against flooding. Shelving should be deep enough so

that archives boxes do not overhang.

Mobile (or Compact) shelving can be a good solution if there are limitations on space and the floors can support the weight. This type of shelving rolls on tracks so that there does not need to be a static aisle between each range of shelving.

Static metal shelving   **Mobile (or Compact) shelving**

PROCESSING AND ADMINISTRATIVE AREAS

In addition to a storage area for the archives, the repository should also have space available for staff to organize the archives, space for storage of supplies, and adequate administrative space.

Records at risk

AIR-CONDITIONING is not essential provided that:
- **Conditions are stable, with a slow seasonal variation.**
- **Temperature and humidity remain within specified limits (see Chapter 6 for guidelines)**
- **The surrounding air is not polluted**

Dependence on air-conditioning in an area that does not have an affordable and stable electricity supply is not advised. If air conditioning cannot be on all the time, it is better not to use it.

Disaster Plan

A disaster can strike at any time, caused by something as minor as a forgotten open window or as major as a hurricane, flood, or fire. It is strongly recommended that all holders of archives should have a Disaster Plan ready to be put into operation in an emergency. This plan should:

- Assess risks to the building and the collections, e.g., fire or flood. Include a floor plan of the archives facility, showing outlets, drains, etc.
- Implement steps to remove or reduce risk, e.g., fire prevention.
- Specify in writing the location of particularly valuable or vulnerable materials in the archives (but do not post this information prominently for fear of theft or vandalism.)
- Specify location of inventory of emergency supplies such as plastic sheeting, paper towels, and fans.
- Outline specific steps to be taken by staff in case of emergency, prioritizing as necessary. The name of the person in charge of each step should be specified. It may be useful to set up a "telephone tree" or plan for contacting staff in order to obtain their help quickly.
- Outline plans for recovery, salvage.

5. MAKING ARCHIVES USABLE – SORTING, ARRANGING, AND DESCRIBING

PRELIMINARY ACTIONS

Registration (Accession) of materials

Materials sent to the archives repository should be registered or "accessioned" when they arrive in order to make sure that knowledge of their presence and location is maintained. This can be done by entering information into a form such as the one shown below for each group of material received. This can be a paper form, or in electronic format.

ACCESSION RECORD

Name of creator of records (organization, office, individual): _____

_____

Date received: _____

Description of material received (quantity, dates covered, types of material): _____

_____

Relation of this material to other materials already at repository: _____

_____

Reference to any documentation relating to the material: _____

_____

Location where material will be stored at repository: _____

Temporary or permanent reference number: _____

Ideally, materials entering the repository should be accompanied by a list or brief description itemizing their contents. The repository may be receiving materials from various sections of an organization, or, in some cases, from various separate organizations or individuals, so it is very important that the materials received be identified as coming from specific sources and kept in discrete groups. Boxes and

packets received should be clearly labeled with a name or number that associates them with the information gathered in the accession record.

Clarification of ownership

Especially in cases where a repository may be receiving materials from various organizations and individuals, it is important to have a written record of whether ownership of the material has been transferred to the repository, or if the material is just on deposit. If material is donated to the repository, title to the physical property is transferred to the repository. If material is placed on deposit, then it may be removed from the repository at a later date. The ownership status of material may have an impact on the level of treatment it receives in the repository.

ORGANIZING THE RECORDS

A room or cupboard full of unidentified, unsorted records is not an archives. Records must be sorted, arranged, and described if they are to be useful to your organization and to researchers.

Archives awaiting attention at Ivato, Madagascar
Courtesy, Berthe Raminosoa, Archivist, FJKM Church

Two important principles govern archival arrangement: the principle of provenance (originating source) and the principle of original order.

- **Provenance** (originating source): Materials that come from the same source, or entity, should be kept together. The papers of one organization or person should not be mingled with those of another organization or person. They should be kept and listed separately.

- **Original Order**: As far as possible, archival collections should be arranged in the order in which they were created. If an office in the organization has arranged its files in a certain way, then that order should be maintained when the records come to the archives. If that order has been lost, or disturbed, then a new arrangement may have to be imposed. This should accurately reflect the structure and development of the organization concerned or, in the case of an individual, the main aspects of his or her life and career. Maintaining the original order of records is typically more relevant in the case of organizational archives as opposed to personal papers.

WHAT YOU WILL NEED FOR ARRANGING RECORDS

- **A large table or surface on which the archivist can sort and classify the archives, which will not be disturbed during the process.**

- **Access to information resources about the organization or individual e.g. organizational charts, histories, memoirs, annual reports.**

- **A method to record information about the record series and files – notes, or index cards that can be arranged in the desired order. The physical order can then follow this arrangement.**

- **Time – sorting and arranging can be a lengthy process!**

While formal archival training is desirable, a responsible person can do an adequate job of sorting and describing archival records by following the steps outlined below. Volunteers who are familiar with the history of an organization can often do a competent job of organizing records.

FIVE STEPS FOR ORGANIZING ARCHIVES

Step 1: Inventory and sorting

Go through the whole set of available records and make an inventory of the range and types of materials present. If the records have come from a variety of organizations and individuals, or from different offices within an organization, sort them accordingly into discrete and labeled units. This is called "establishing provenance" when you determine the originating source and separate records according to the individual or organization or section of the organization that created them.

Step 2: Identify appropriate "record groups" within the whole set of records

On the basis of your inventory, decide what basic divisions within the whole set of records at your repository are appropriate. If all the records in your archives were generated by the same basic organization, then you are essentially dealing with one "record group." If, on the other hand, the records in your archives were generated by a number of different, independent organizations or individuals (Case 2 below), then it would be appropriate to designate different record groups to correspond to the various organizations. In this case you will have several basic record groups at your archives, and should deal with them separately.

Case 1: All records in the archives repository come from the Presbyterian Church of Aruba. In this case, you have one "Record Group", which you will then divide according to series, or sections, that correspond to the various internal offices or functions of the organization.

Case 2: Records in the archives repository come from the Presbyterian Church of Aruba, the United Theological College of Aruba, and you also have personal papers of an important leader in the church. In this case, the basic divisions or "record groups" established could be as follows:
Record Group #1. Archives of the Presbyterian Church of Aruba
Record Group #2. Archives of the United Theological College of Aruba
Record Group #3. Papers of the church leader

Step 3: Divide record groups into "series"

Within the basic groups you have identified, the records should next be divided into "series." For organizations, these series typically correspond to the different sections or functions of the organization, whatever those may be. They will differ according to the structure of the organization. Records should be divided into series whether they are physical or digital in format.

Examples of "series" for an organization could be:

- Board of Trustees records
- Committee records
- Executive Director files
- Conferences and meeting records
- Program records
- Financial records
- Publication office records

For papers of an individual, the series divisions would typically correspond to different types of activities of the individual, or by format.

Examples of series for personal papers could be:

- Correspondence
- Diaries
- Writings
- Subject files
- Biographical documentation
- Audio-visual materials

Step 4: Organize the material within the series

In many cases, the record group's series will already be arranged in a certain way, e.g., minutes may be in chronological order; correspondence files might be in an existing filing system. If such an order does exist, the archivist must respect this order and leave the material organized in the way in which it was received. If there is no discernible

order, then the archivist should determine what would be the most logical and useful order and organize the material accordingly. This may be alphabetical, chronological, or other, depending on the material.

Step 5: Put the records in labeled folders and boxes or drawers

Folders placed in boxes or file drawers are typically used to store records. Putting records into separate folders of manageable size facilitates identification of appropriate segments of the records and makes it more likely that the records will be kept in good order when they are used in the future. Label the folders with descriptive headings, not with a list of each item in the folder. For example, the minutes of a particular committee should be put in a series of files or folders that are labeled with the name of the committee and the span of dates of the documents contained in each folder.

Example of folder labeling:

| Box 5 | Presbyterian Church of Aruba | Synod records |
| Folder 31 | | Minutes 1999-2002 |

It is useful to number the folders, boxes, or drawers so that material can be more easily retrieved and re-filed. Purchasing special archival quality folders and boxes may be desirable but is not obligatory. In some cases records will be in the form of bound volumes. These volumes can be identified with a card inserted containing descriptive information.

LISTING AND DESCRIBING THE RECORDS = CREATION OF A FINDING AID

It is extremely important to create a written finding aid or guide to the archival records after you have organized them because this will enable you to maintain and distribute information about them. You should aim to include the following in your finding aid:

1. Name of the archive (e.g., Archives of the Presbyterian Church of Aruba)
2. Reference number (e.g., Record Group number or call number)
3. Quantity / extent (number of linear feet occupied on shelf / number of boxes or

volumes)

4. Dates covered by archive (inclusive dates: earliest and latest)

5. Brief history of the organization (or in the case of an individual a brief biographical history), which provides the context for the archives.

6. A statement on the scope and content of the archives

7. A statement on the system of arrangement (listing of series or divisions)

8. A file-by-file or box-by-box listing of the materials, recording either the pre-existing labels or the labeling that the archivist has supplied for the files or boxes. Box/folder/drawer numbers should be included with this listing, so that material can easily be retrieved.

There are international standards for describing archives that can be consulted:

International Council on Archives: *ISAD(G): General International Standard Archival Description - Second edition*: http://www.ica.org/10207/standards/isadg-general-international-standard-archival-description-second-edition.html

Society of American Archivists: *Describing Archives: A Content Standard – Second Edition*: http://files.archivists.org/pubs/DACS2E-2013.pdf

Remember that the **physical order** of materials on the shelves is not that important as long as you have a finding aid that lists the materials in a logical intellectual arrangement, and a numbering system that relates the list in the finding aid to the physical location for retrieval purposes.

There are different styles and methods for creating finding aids, but they all serve the same purpose of recording the contents of the archives and providing this information to individuals within the organization, or outside researchers. The guide can be distributed in paper form or as a computer file. It can be put on the Internet so that the information it contains is distributed widely. Finding aids should be detailed enough so that a researcher can tell whether it is worth coming to the repository to pursue a particular topic.

Here are some samples of full finding aids. (NB: URLs may change; you can also do an Internet search for the title of the collection.)

- http://library.hkbu.edu.hk/sca/file/Chang_Chuen_Papers.pdf - Papers of Chang Chuen
- http://www.archives.presbyterian.org.nz/missions/fmcseries.htm: Foreign Missions Committee Papers, Presbyterian Church in New Zealand
- http://www2.wheaton.edu/bgc/archives/GUIDES/330.htm : Records of the Moody Church - Collection 330
- http://www.history.pcusa.org/collections/research-tools/guides-archival-collections/rg-413 - Records of the First Presbyterian Church, New York, NY
- http://hdl.handle.net/10079/fa/divinity.108 - Papers of Willard Livingstone Beard
- http://hdl.handle.net/10079/fa/divinity.216 - Archives of Berkeley Divinity School
- http://archives.soas.ac.uk/CalmView/GetDocument.ashx?db=Catalog&fname=CWMguide+(public).pdf - Council for World Mission / London Missionary Society Archive

It is also possible for finding aids to be in database format. For an example, see:

http://archives.wcc-coe.org/Query/archivplansuche.aspx.

One basic format for the contents listing within a finding aid would be as follows:

Record Group No. 254: United Campus Christian Fellowship

Series I. UCCF Regional Organizations

Box	Folder	Description	Date(s)
		Series I. UCCF Regional Organizations	
1	1	Arizona	1964-1967
1	2	Chesapeake	1962-1965
1	3	N. California	1966
1	4	S. California	1959-1964

NO NEED TO "RE-INVENT THE WHEEL"

Organizations have been creating archives since the advent of the written word. Many manuals and guidelines have been developed by religious and denominational bodies throughout the world to give guidance to their churches and institutions.

The following websites are few examples of guidelines. Check with your own parent church body for available information.

- Evangelical Lutheran Church in America:
  http://download.elca.org/ELCA%20Resource%20Repository/Brief_Guide_for_Archives_of_Congregations.pdf

- United Methodist Church: http://www.gcah.org/resources/basic-archives

- Southern Baptist Historical Library and Archives:
  http://www.sbhla.org/articles.htm

Differences between library cataloging and archival description

It may happen that individuals recruited to deal with the archives of an organization have a background in library work. People who have been trained as librarians often have an inclination to list and describe documents individually, since books are typically cataloged in this way. Each item in a library collection is usually cataloged individually whereas archival materials are usually cataloged or described at a higher level of aggregation. It is both too time consuming and counter-productive to list documents in an archives individually. Archival documents should be grouped together as described in the steps above and described on a folder or box level rather than individually.

6. MAINTAINING AND PRESERVING THE RECORDS

Survey the condition of the archives

In order to ascertain whether or not the archives are in a good physical condition it is advisable to carry out a survey of the materials. If it is not possible to carry out a thorough survey, then sampling is recommended. The aim of the survey is to identify materials in need of repair or conservation and to assess the preservation needs of the archives as a whole.

Strive for a good environment for the records

The most important factors for protecting archives are:

- Avoiding extremes of temperature and humidity
- Handling and housing the records appropriately
- Maintaining a clean, dry repository to avoid insect infestation and mold.

When records are received:

- Check all records for insect infestation and mold before they are brought into the storage area.
- If necessary, fumigate affected records using thymol crystals in an airtight container or by freezing.
- Wipe off or vacuum records that are visibly dirty.

On an ongoing basis:

o Regularly clean and inspect storage areas. It is much easier to prevent insect infestations and mold than to eliminate them after they have appeared.
o No food or drink should be consumed in the storage area.

PRESERVATION OF PAPER FORMAT MATERIALS

Temperature and humidity should be kept as constant as possible.

The following ranges are recommended for paper and parchment:

Temperature: 16 - 20°C / 60 - 68° F
Relative Humidity: 45-60%

- Archives ideally should be stored in acid-free folders and boxes. If acid-free containers are too expensive or not available, use as good quality folders and boxes as you are able to obtain. This will provide protection against damp, heat, and insects. In some parts of the world cloth wrappings are used, particularly silk, which provides excellent protection against bookworms.
- Files should fit snugly within a container so that they do not curl over or slip down.
- All staples and paper clips that are susceptible to rusting and all rubber bands should be removed. To keep papers together that were originally held together by staples or clips, enclose documents within folded sheets of acid-free paper.
- Scotch / sticky / cellotape should **never** be used to repair items. Special archival repair tape can be purchased from companies via the Internet if needed.
- Oversized materials ideally should be stored flat, in folders, and in map drawers.
- Records should not be laminated or completely enclosed in plastic.

Archival containers

What if you cannot sustain the ideal levels of temperature and humidity in the area where your archives are stored? **Don't despair, just try to keep the levels as constant as possible.**

Device for monitoring temperature and humidity

Handling

- Staff and researchers should handle documents carefully, having washed their hands in advance. The use of gloves may be appropriate in some cases.
- Heavy or fragile items should be supported when being consulted. Leaning or resting on documents must not be permitted.
- Special care should be taken when photocopying or scanning – in most cases, materials should be photocopied or scanned only by the archives staff.
- Frequent photocopying or scanning of delicate materials, including photographs, should be avoided.

> **USE OF SURROGATES**
>
> To preserve and protect fragile or frequently used items, provide surrogates for use -- photocopies, microform, or digital copies of the original.

> **Lamination** is a process whereby a document is sandwiched between two sheets of plastic supporting material and then sealed using a hot sealing machine. It is now generally considered to be harmful to documents since it is not a stable process and is difficult to reverse. Nowadays, where protection of a single, fragile or large document is required, e.g., for consultation or display purposes, **encapsulation**, using inert polyester support materials is advocated. The plastic film can be purchased as various size enclosures or cut to size and carefully sealed along three edges to hold the paper firmly in place. The sealing can be done using an edge-sealing machine or with double-sided polyester transparent tape. Encapsulation is a reversible process.

Conservation of damaged and fragile items

Some records may be damaged and require aggressive efforts to repair them. This process of repair, called conservation, is often best left to experts in the field. If you feel that conservation is needed for your records, make the following assessments:

- How urgent is the need for repair?
- What would be the cost of the repair?
- Do you have funds available for this purpose, or would special fundraising be required?
- Are there alternatives to conservation?
    - Would better packaging of the item stabilize its condition?
    - Could the item be copied and the surrogate used instead of the original?
    - Would it be okay just to leave the damaged item as it is?

PRESERVATION OF SPECIAL FORMAT MATERIALS

Audio-visual materials

Photographs, audiotapes, videotapes, films, and digital visual recordings require special handling in order to ensure their preservation. In general, the following can be said about the environment in which photographs, films, and the magnetic tape used for audio and video recording are stored:

- THE COOLER THE BETTER (4 – 20°C / 40 – 68°F)
- THE DRYER THE BETTER (25% - 50% relative humidity)
- THE FEWER FLUCTUATIONS IN TEMPERATURE AND HUMIDITY THE BETTER (not more than 10% plus or minus)

Here are some practical tips about handling the various types of audio-visual media:

Photographs

- Never label photographs on their reverse with ballpoint pen. The ink may bleed through to the front. Reference numbers on mounts should be written discreetly in light-resistant ink. Reference numbers on the back of photographs that have not been mounted can be written with a soft pencil that leaves a clear mark.

- If possible, put photographs in chemically stable polyester or paper sleeves (e.g., made of a material such as Mylar, or acid-free paper.) Such sleeves help prevent curling of photographs and reduce physical contact with the photos. It is also possible to label the sleeves with identifying information or to insert a separate written label inside the sleeve.

- If it is not feasible for you to use sleeves, be sure to store the photographs in such a way that they will not curl over time and will not be subject to excessive handling.

- Photographs should be held by the edges to avoid skin contact with the image.

- Photographs are very susceptible to water damage and should not be stored near sources of water. If you ever have a flood situation in the archives, be sure to rescue the photographs first.

- Photographs are susceptible to insect damage, so may be best stored in a metal container if insects are likely to be a major problem.

- Photographs should not be scanned or photocopied repeatedly.

Audio recordings and videos

The type of tape used in audiocassettes and videotapes is inherently quite fragile. It is recommended that all audio and videotapes be digitized in order to insure their accessibility in the future. Many cities would have commercial firms that can digitize from audio and video recordings. Even after digitization, archives would be wise to maintain the original tapes as a back-up, since digital files are also

vulnerable.

- Never keep audio or videotapes in a hot, wet environment.
- Never expose tapes to direct sunlight, which may cause warping.
- The environment where tapes are stored and used should be as clean as possible.
- Videotapes should be stored on end (like books on a library shelf.)
- After use, tapes should be rewound to the end.
- If tapes are recorded out "in the field" and then transported to the archives, special care should be taken to avoid high temperatures and rough treatment during the transporting.
- Always label the tapes.

Films

Movie film, like microfilm, is quite stable but it will be increasingly difficult to find projectors to access the film, so the process of digitization is recommended. Original films should be retained as back-up, unless the film has a very distinctive odor, which indicates nitrate film. Nitrate film is unstable and flammable so, if retained, it requires special storage conditions.

Digital files (sound, video, documents, databases)

Archival records have been traditionally defined as physical objects, e.g., paper files, etc., but in the present day, records are largely created and maintained in a digital, or electronic, format -- email files, computer disks, CD ROMs, digital video files, etc. The preservation and description of these electronic records are challenges that the archivist must now meet. See Chapter 7 for a thorough discussion of electronic records.

7. CHALLENGES AND PROMISES OF THE DIGITAL AGE

Much has changed in the world since the first edition of this manual, which contained just a short chapter focusing on the use of computers in archives. Now we all know how crucial computers are both to the operation of an archives and to the operation of the organizations and individuals whose archives we seek to preserve.

Electronic or digital records are of great benefit to archivists and researchers because they are often keyword searchable, making them more accessible. They are also less bulky and more portable than paper records. In the future it may be feasible to have the entire archives of an organization stored in electronic format on a computer drive, without the need to maintain space for physical files. This will make it easier to provide access to files and will mitigate the need to maintain ideal conditions in a large storage facility. However, there are many pitfalls to this scenario, and archivists must be very aware of the challenges of the digital age as well as its promises.

There is a basic division in digital records between "digital surrogates" and "born-digital materials." Digital surrogates are materials for which a hardcopy version also exists – e,g., a scan of a photograph that you have in your archive or a PDF file of a document that you also have in paper format. Born-digital materials do not have a hardcopy version; they are originated as electronic files. They would include things like digital photos that have never been printed out, word-processed documents, emails, websites, etc. While preservation of all digital records is crucial, the preservation of born-digital materials is most urgent because no hardcopy back-up exists.

In many ways, digital records are much more fragile than paper records. There are many reasons why digital records can become completely inaccessible after just a

short time. Computers can crash, causing disappearance of data. Methods of storing electronic data (such as floppy disks or CD ROMs) can become obsolete within just a few years. Software needed to interpret the electronic data can change quickly or become unavailable. For all these reasons, archivists must be very aware of the need to treat digital records in a very intentional and proactive way.

Basic Guidelines for Creating and Preserving Digital Surrogates

1. Do not scan photographs or documents repeatedly. Try to scan once at high quality and save that file for future use.
2. It is good practice to create a Master image at higher resolution and then create Access copies from it.
3. For still images (photographs) a typical format for the Master image would be a TIFF file with a resolution of at least 400 PPI and bit depth of 24-bit RGB.
4. Access images in JPEG format can be created from the Master image with varying resolutions, as needed for different functions.
5. High quality scans of textual documents would be done as TIFF files with a resolution of 300 PPI and bit depth of 8-bit for grayscale images (or 600 PPI for black and white images), and be scanned page by page.
6. For textual documents, OCR (Optical Character Recognition)-extracted text should be provided as output of the digitization workflow.
7. PDF versions of entire documents can be compiled by combining the TIFF images of the various pages.
8. Alternately, repositories may find that scanning a document directly to PDF, with OCR, is sufficient for their purposes.
9. It is important to create metadata to go with each document or photograph that you scan. Metadata is basic identifying information about the item, which ideally **at minimum** would include:
    a. Unique filename
    b. A title and/or brief description
    c. Date (if available)
    d. Source – what collection did this photo or document come from?

10. In addition to this metadata describing the content and provenance of the item, it is also useful to record "technical" metadata about the electronic file itself, e.g., when the scan was made, its resolution, etc.

11. Metadata can be managed via a database or spreadsheet. The unique filename of the scanned item is the link between the metadata and the electronic file itself, so it is a crucial element in the metadata listing.

12. Sometimes it is effective to use the filename of an image to convey metadata information. For example, a file named RG003-002-0023-0001.tif could represent the first item (0001) in the 23rd folder (0023) in the 2nd box (002) of your record group no. 3 (RG003). This places the image in context and allows for further description and retrieval.

13. See examples of metadata describing photographs in the International Missionary Photography Archive (http://www.usc.edu/impa)

14. See an example of metadata for a textual document, in this case the annual report of an organization, at http://findit.library.yale.edu/catalog/digcoll:311977.

Basic Guidelines for Managing and Preserving Born-Digital Materials

1. Electronic records are just as much records as paper records, so don't think that you can ignore them.

2. Although it may be tempting to throw up your hands in despair, remember that it is always better to do something about electronic records rather than to do nothing.

3. The same kind of archival principles that apply to paper records also apply to electronic ones (provenance, original order, care when handling, etc.)

4. Early intervention is very important; try to be in communication with the creators of the records while they are still in the process of making and organizing them.

5. Electronic records are high maintenance, so you may want to keep fewer of them: appraise ruthlessly.

6. If offices or individuals want to save electronic records in your archives, you may want to require that they provide the files only in specified acceptable file formats, in acceptable media formats, via acceptable transfer methods, and that

they provide adequate documentation for the files.

7. The first thing you should do when you sit down to access, copy, or virus check electronic records from a computer or USB drive, or on other media, is to "write-protect" the media. This will insure that no changes are made to the records. See http://forensicswiki.org/wiki/Write_Blockers for more information.

8. Once the original media is secure and protected from alteration, the next thing to do is virus check it, using whatever software you might normally use for this purpose.

9. "Processing" electronic records entails verifying that the records can be opened and making copies of everything. Ideally you should have three copies: a use copy that can be made available to users, a master copy that you protect absolutely and maintain offline so that it is difficult to access, and a backup copy that you keep offsite.

10. In sophisticated archival venues, the copying of files would be done via forensic imaging (e.g., FTK Imager), which can create an exact bit-level copy of files. Software is also available to preview files (e.g.,QuickView Plus), determine file formats, replicate directory structures (e.g., Karen's Directory Printer), and normalize file types into standard formats. This level of sophistication is ideal but may well be more than a small archive can deal with. The bottom line is to try to maintain the intellectual content of the files as they were received and get them into standardized formats that can be accessed in the future.

11. Ideally you should receive with any electronic records a separate spreadsheet or other document that describes what you are receiving. The same kind of administrative or personal histories, series descriptions, etc. that apply to paper records also apply to electronic records. Try to get the creators of the records to provide the necessary documentation as much as possible.

12. Folder or directory systems and other file-naming protocols can be implemented to sort electronic files according to categories that will facilitate access to them. E.g., a "folder" labeled "Board of Trustees" could contain subfolders for "Minutes", "Correspondence", etc. Ideally the offices creating the files will save them in this structure so that they can be transferred to the archives intact.

13. Preservation of electronic records requires a proactive stance. If we do nothing to preserve electronic records, the records will become unusable due to hardware, software, platform, and media obsolescence.

14. Preservation strategies include:
    a. Migration
    b. Normalization
    c. Emulation
    d. Conversion to hardcopy

15. Migration means taking a file in a certain format and moving it to a newer version of the format, moving forward continually in order to keep pace with emerging technologies (e.g., a file created in Word 4.0 could be migrated into a more recent version of Word). Generally speaking it is better to use a Normalization strategy (see below) rather than spending time migrating files that are in proprietary software.

16. Normalization means conversion to formats that have been designed for archival preservation such as:
    a. For text: PDF/A (Portable Document Format Archive); ASCII, Unicode, XML
    b. For still image files: TIFF or JPEG 2000.
    c. For video: MPEG4 or AVI
    d. For audio files: AIFF or WAV

17. Emulation allows one technology to imitate another. This is complicated and expensive to implement but may be an important solution in the future if corporations or governments get behind it and create standard systems.

18. Conversion to hardcopy may still be the best solution for relatively small amounts of documentation for which searchability is not crucial.

19. Email is a particularly tricky preservation problem because of the various formats and file structures that people use. Here are some tips re. saving emails:
    a. Appraise ruthlessly. For organizational archives, identify those few offices or individuals who create archival email and work with them to figure out a process for segregating the wheat from the chaff.

b. Save important emails in a standardized format such as PDF or text files. In Microsoft Outlook, for example, it is possible to save a whole section of messages as PDF. There are a number of options for downloading Gmail emails to a local disk; see, for example: http://www.gmail-backup.com/frontpage

c. Keep in mind that email messages may have attachments that would have to be preserved separately but linked to the email message.

Much more could be written about issues and methods related to digital files, but the field is changing rapidly and constantly, and most small archives would do well to contact a local institution that is involved with digital preservation to obtain information and assistance. See the following for additional information:

http://oclc.org/research/publications/library/2012/2012-06r.html (a series of reports from OCLC called Demystifying Born Digital)

http://en.wikipedia.org/wiki/Digital_preservation

http://www.digitalcurationservices.org/aims/

http://www.digitalpreservation.gov/personalarchiving/index.html

CASE STUDIES RELATED TO ELECTRONIC RECORDS

In the technological sphere, there are always multiple methods of doing things, depending on the hardware and software that you are using. The following case studies offer some practical solutions to common needs as examples, but keep in mind that there may be other ways of achieving the same purpose, and that the rapid advance of technological solutions may make the following suggestions outdated within a fairly short period of time.

1. *Your organization sends out an email message each month that provides updates on programs and staff.*

    - One option would be to print out a copy of the update message and file it with materials to be saved for the archive.

    - Alternately, you could view a copy of the email in the Google Chrome

browser, choose File, Print, change Destination to "Save as PDF." Save the PDF file to a folder/directory on your computer where it will be available for archiving, giving it a filename that helps to identify and date it. If you use Microsoft Outlook for email, there is an option in the top tabs to convert files to Adobe PDF. As with all files on your computer that are important, you will want to save a copy of the PDF email message on another device as well, such as a USB or portable drive.

2. *You have more than 100 digital photographs taken during the 50th anniversary celebrations of your organization.*

   - First determine whether is it necessary to keep all the photographs that you have. Choose a reasonable number of photographs that provide good documentation of the celebrations – perhaps as few as 10 or 20.

   - Provide identification for the photos by either supplying new filenames (e.g., anniversary_worship_2014-08-10.jpg) or making a separate list or spreadsheet that lists the filenames of the photographs and associates a description with them.

   - Save the image files in a folder/directory on your computer where they are designated for archiving and save at least one more copy on another device.

3. *An important leader of your organization is leaving for another job. You know that she has many important email messages related to the operations of your organization on her computer.*

   - Sit down with the individual and go over her email files. Has she kept copies of important messages she has sent or do you need to find and save copies from her "Sent" files?

   - If the individual has not routinely filed messages in "folders" according to their topic, it may be helpful to use the Search function of the email program to identify important messages and move them to new folders that is named in a meaningful way. E.g., select messages related to Board meetings and put them in a folder labeled Board of Trustees meetings.

   - To save archival copies of the email, your best options are to a) print them out; b) "print to PDF" and save the messages as PDF files; or c) use a

program like http://www.gmail-backup.com/ to back up and save archival copies (depending on what email program you use.)

4. ***All of your organization's financial data is in "Quicken" software.***
   - Since Quicken is a proprietary product and you may not be able to access the data in the future, it would be wise to export reports of your financial information to a more standard format on a regular basis.
   - You can print many types of documents to PDF in Quicken, including lists, reports and graphs, transactions from a register (or a transaction list), budgets, forms, and planner pages.
   - As was the case with email messages and digital photos, use filenames to provide identification and date for the saved PDF files and be sure to save multiple copies in different locations.

5. ***Your organization's website provides monthly updates, sometimes including YouTube video with an update from a staff member.***
   - To save a copy of your website with fully functioning links, use the "Save as" feature of your browser to save as "Webpage, complete." Or, using a browser such as Google Chrome, you can save webpages as PDF files.
   - As is the case for all electronic files, you can save the files with meaningful names and in meaningful folders/directories to assist with future identification and dating.
   - A YouTube video on the web is likely to be of lower quality than the original digital video file. You should save the digital video file in a standardized format such as .mp4.

Basic guidelines for all types of digital files:
   - *Locate the files and gather them in standardized file formats into meaningfully named folders on your computer.*
   - *Backup the files on more than one media device (USB drives, portable drives)*
   - *Open the files on a regular schedule to confirm that they are still useable.*
   - *Migrate the collection approximately every five years to new media.*

Ten Reasons Why Electronic Records Need Special Attention

(Prepared by Council of State Archivists for "Electronic Records Day 2014"
http://www.statearchivists.org/seri/ElectronicRecordsDay.htm)

1. Managing electronic records is like caring for a perpetual toddler: they need regular attention and care in order to remain accessible.

2. Electronic records can become unreadable very quickly. While records on paper can sometimes be read after thousands of years, digital files can be virtually inaccessible after just a few.

3. Scanning paper records is not the end of the preservation process: it is the beginning. Careful planning for ongoing management expenses must be involved as well.

4. There are no permanent storage media. Hard drives, CDs, Magnetic tape or any other storage formats will need to be tested and replaced on a regular schedule. Proactive management is required to avoid catastrophic loss of records.

5. The lack of a "physical" presence can make it very easy to lose track of electronic records. Special care must be taken to ensure they remain in controlled custody and do not get lost in masses of other data.

6. It can be easy to create copies of electronic records and share them with others, but this can raise concerns about the authenticity of those records. Extra security precautions are needed to ensure e-records are not altered inappropriately.

7. The best time to plan for electronic records preservation is when they are created. Don't wait until software is being replaced or a project is ending to think about how records are going to be preserved.

8. No one system you buy will solve all your e-records problems. Despite what vendors say, there's no magic bullet that will manage and preserve your e-records for you.

9. Electronic records can help ensure the rights of the public through greater accessibility than ever before, but only if creators, managers and users all recognize their importance and contribute resources to their preservation.

10. While they may seem commonplace now, electronic records will form the backbone of the historical record for researchers of the future.

8 SETTING UP A RESEARCH FACILITY

Preparing for researchers

A research facility is an area where individuals can consult reference works, archival finding aids, and the archival records themselves. It may also include a display area and have other facilities.

The researchers who come to use the archives may be of various types: members of your organization or community, students and academics, commercial researchers (e.g., from a film or television company), or ordinary members of the public. Your researchers are important to you because they are potential friends and supporters. Their work may well help to draw attention to your archives.

Carrying out research can be a costly and time-consuming business, especially if overseas travel is involved. Be prepared to provide information about accommodation and dining possibilities in the vicinity of your repository. Are there volunteers in your organization who might be willing to assist researchers?

Access policy, rules and procedures

A clear, written statement of who is allowed to have access to the archives should be on display or sent to those making enquiries. It may be necessary to have an appointment system. Opening hours and days should be on display and included in any information sent to researchers. Information about the content of the archives should be made readily available (see section on *Finding Aids*).

Keep records on visitors to the archives including day of visit, address, etc. This is advisable both for security and statistical purposes. Researchers should fill out a registration form that requires contact information and an indication of the purpose of their visit.

The Reading Room

The Reading Room or area for consulting archives should be kept separate from the storage area, to which researchers should not normally be allowed access. Ideally, it should be a quiet study area away from any administrative activities. The Reading Room should contain:

- A visitors' book to record usage.
- Desks or tables for researchers and chairs and a desk/table and chair for supervisor. Make sure the desk/tables are large enough; archives can come in large formats.
- Shelves for finding aids and reference works.
- Adequate but not over bright lighting.
- A catalogue or finding aids and/or computer for electronic finding aids.
- Equipment for accessing any CDs, DVDs, films, or other media in the collection. (Keep in mind that only "use" copies should be made available to patrons, not the archival copies)

Also useful are:

- Display area / Notice-board.
- Book truck / trolley for holding and transporting of materials.

A system for recording user requests and for tracking documents in use, e.g. call or requisition slips should be put in place. These records of use should be retained so

that there is a history of who has used what materials.

Clear rules for conduct in the reading room should be drawn up and displayed.

SAMPLE RULES FOR RESEARCHERS

- **Researchers will be given one box or volume at a time.**

- **Researchers should consult the material issued to them in the reading room only. On no account are they allowed to take it away.**

- **Researchers must not write on, mark, or deface original materials.**

- **Pencils or computers only should be used when taking notes (no ink pens).**

- **Neither food nor drink is allowed in the reading room.**

- **Researchers should refrain from disturbing other readers.**

- **Researchers should take care when handling materials, especially when turning pages or handling photographs.**
  (You may wish to provide cotton or latex gloves to patrons who are handling fragile materials.)

Ideally, the reading room should be supervised by a staff member. The supervisor should have a clear view of all researchers in the room. If supervision is not possible, then the researcher should only be issued with one volume or file at a time, which should be examined on return.

Photocopying / scanning / photographing documents

It is not advisable to permit researchers to use a photocopier or scanner to make copies from the archives themselves, unless there is very strict supervision. If staffing permits, a chargeable copying service may be offered instead. Requests for copies from fragile materials should be turned down.

Many archives now permit researchers to use their own cameras or phones

to take digital images of documents. This type of reproduction is less damaging than placing the documents on a photocopier or scanner.

Copyright issues

Researchers are not free to publish material from archival collections unless they have obtained permission from the copyright holder, or if the material is already in the public domain because of its nature or age. In many church or mission archives, copyright of most materials will belong to the church or missionary organization because if the document has been written by someone in the course of his/her work then copyright belongs to the organization concerned. The position is more complicated in the case of letters received by the church or mission and for private papers. Generally speaking, copyright belongs to the author of a document.

Many repositories ask researchers to fill out a form such as the one below, requesting permission to quote from the archives. Even if your archives does not hold copyright to the items in question and therefore cannot give formal permission to publish, it is still appropriate to request notification from researchers of their intent to publish. It is useful to know how and where materials from the archives have been utilized.

Permission to Publish Form / Notification of intent to publish

Name_____
Date_____
Address_____
_____
Phone_____ Email _____

In accordance with the requirements of the XXX Archives, I hereby request authorization to publish the following manuscript material in the XXX Archives collection. (Identify the collection or collections and describe the material.)

Bibliographical information on planned publication:

9. PROMOTING THE ARCHIVES

Promoting the archives is an important part of the archivist's role. Publicity and dissemination of information about the archives can:

- o   Make them more widely accessible
- o   Build up support and understanding of the archives
- o   Bring the archivist into contact with potential donors
- o   Be a means of raising funds.

| Guides | Brochures/leaflets | Exhibitions | Talks |

Publications

A printed guide describing the content of your archives is a good way of disseminating information about the archives and promoting their use. Such publications can be a guide to the entire holdings or part of a series dealing with different themes. Guides and brochures should provide information about the location of your repository (with a map if directions are complicated) opening hours, and access arrangements. An occasional newsletter, or a regular column in an existing newsletter, can also be a useful method of alerting members of your organization to the existence and contents of the archives.

Website

A website or blog is an efficient and dynamic method of providing information about your holdings, the location of the archives, etc. For some examples, s e e :

- http://web.library.yale.edu/divinity/special-collections
- http://abhsarchives.org/

- http://blogs.soas.ac.uk/archives/

Exhibitions

Exhibitions that feature items from your archives are a useful promotional tool. They may be on-site, in an exhibition area in your repository, or in any public venue. Preparing for an exhibition can be hard work but a good way of making people more aware of what is in the archives. Both large and small exhibitions can fulfill this purpose.

Traveling exhibitions are also a good idea as you can take these to churches, schools, community centers etc. Generally speaking it is inadvisable to take original materials out of the repository. Use good quality reproductions instead.

Tips for a successful exhibition:

1. The exhibition area should be supervised and/or secure.
2. Lighting should be restrained – use low ultraviolet fluorescent, halogen, or LED lighting.
3. Make sure original items are well-supported.
4. Use good quality reproductions rather than originals if security is an issue or if you are unable to replace the exhibit frequently.
5. Change your exhibition every few months to avoid damage to original materials. Do not permanently display any original records.
6. Choose items with visual appeal.
7. Small three-dimensional objects can set off displays of books and documents.
8. Make sure captions are clear and easy to read.
9. If you are arranging a large exhibition then a brochure or catalogue to accompany the exhibition is advisable.
10. Invite guests to a preview and reception.
11. Complement exhibitions with workshops or lectures.
12. Use the media to promote your exhibition.

Marketing

Consider promoting your archives by producing postcards, bookmarks, pencils etc. These often require a hefty financial outlay and you need to be certain that you will more than recover your costs.

Workshops & engaging with family members

Offer workshops using archival materials for general or special interest groups, and link up with your institution's public education programme, if it has one. It is especially helpful to engage retired members of your organization and the families of past members in the work of the archives. Personal papers that they may have and their oral histories are important components of the history of the organization.

Set up a Friends Organization

A body of friends and supporters of the archives can be very helpful. You can call upon them to help with fundraising, with exhibitions, and other events or to help out in the archives. Keep in mind, however, that it can be time-consuming to maintain mailing lists, send out newsletters, etc.

Spread the word

Don't underestimate the amount of interest and support that can be developed for your archives. Your archives are a treasure trove waiting to be explored.

APPENDIX A: GLOSSARY OF TERMS

Warning: *There are differences in usage of some of these terms, e.g., between Europe and North America. Where this is the case an attempt has been made to reconcile usage or to give synonyms where appropriate.*

Access Policy: Policy defining who has access to the Archives.

Accession: Records and papers transferred to a repository/ the process of registering new arrivals.

Accession Register: Register noting name/reference number of accession, date of accession, related correspondence, location of accession etc.

Acid-free: Paper/card containing little or no acid. Important in the preservation of archives.

Air-conditioning: Equipment controlling temperature and humidity in an area.

Appraisal: Assessing value of records in order to decide how long they should be kept for administrative purposes and, secondly, whether they should be retained permanently as part of the historical archives or destroyed.

Archive/s: Records of an organization appraised as having evidential, historic and research value and set aside for permanent retention in a repository.

Archivist: Individual, usually professionally qualified, charged with responsibility for caring for and administering the archives.

Artefact/Artifact: A made object, e.g., costume item, carving, writing implement often found with archives and papers. Useful when putting on an exhibition.

Audio-visual: Involving sound and vision.

Born-digital: Materials originated as electronic files. They would include things like digital photos, word-processed documents, emails, websites, etc.

Box list/Checklist: Basic list of the contents of an archives; often used at the time of transfer before a more detailed list is compiled. Important for control purposes.

Caption: Wording under an illustration describing its contents.

Conservation: Sometimes used interchangeably with "preservation" to mean the care and maintenance of archival materials including cleaning, storage and repair. More specifically, "conservation" refers to methods and processes of repairing and restoring damaged archival materials.

Copyright: A legal right usually belonging to the creator of a work preventing its unauthorized copying or reproduction. This right continues for a period of years, e.g., 50 or 70 years, depending on national legislation, after which the work is stated to be out of copyright. Where a document is written by an employee of an organization, in pursuance of his/her duties, copyright is generally held to belong to the organization and not to the individual concerned.

Database: Consists of a group of data files containing information usually set out in fields, e.g., a title-field, date-field, name-field and so on.

Deed of Gift: Document that indicates the conditions under which a gift is made to the archives and ownership transferred.

Deposit: Transfer of materials to a repository without transfer of ownership.

Descriptive List: An archival finding aid, which describes the organization and activities of the agency that created the records or archives and their physical extent, chronological scope and subject content, and includes an ordered list of files. Similar to *Inventory 2.*

Digital surrogate: Electronic file for which a hardcopy version also exists – e,g., a scan of a photograph that you have in your archive or a PDF file of a document that you also have in paper format.

Digitization: Making copies of archival materials in electronic form, so that they can be accessed via a computer or over the Internet.

Disaster plan: A written procedure setting out the measures to be taken in the event of a disaster, e.g. fire, flood or earthquake with the aim of minimizing damage and including a recovery programme.

Disposal: The final decision concerning the fate of records; either destruction or transferral to the archives.

Document: Evidence of a transaction, usually legal. Also, an individual item in an archive.

Donation: An outright and permanent gift of papers to a repository. Also a gift of money.

Electronic records: Records stored in a medium that requires electronic or computer equipment to retrieve them.

Ephemera: Miscellaneous printed materials e.g., advertisements, posters, programmes, brochures created for short-term use but important historically.

File: A group of documents usually relating to the same event, subject or individual and tagged together or kept in a folder.

Finding aids: Sources of information about archives, e.g., inventories or descriptive lists, guides, database etc. Can be in written, printed or electronic form.

Fonds: The whole archives of an organization or the papers of an individual or family. Similar to "Record Group".

Format: The physical medium in which information is recorded e.g. paper files, photographs, volumes etc.

Fumigation: The process of exposing documents to toxic treatment in an airtight chamber in order to destroy insects, mould, mildew, fungus, etc.

Guide: Usually a publication providing an overview of the holdings of a repository.

Hardware: Physical components of a computer system.

Inventory: 1. In records management, a survey of records prior to the development of a retention schedule. 2. An archival finding aid that describes the organization and activities of the agency that created the records or archives and their physical extent, chronological scope and subject content. May also include lists of boxes and files.

Machine-readable record: Records that can only be read using appropriate equipment, e.g., tape recordings, computer disks etc.

Manuscripts: Unpublished handwritten or typed items in an archive. Sometimes used to refer to private papers as opposed to the archives of an organization.

Mobile shelving/ Compact shelving: Compact back-to-back shelving mounted on a track. Saves space since a row of mobile shelving only requires one aisle.

Oral history: An oral recording of a prepared interview with an individual to capture personal accounts of events or history through which the individual has lived. The oral recording may be accompanied by a written transcript of the interview.

Original order: The order in which records or papers were kept at the time of their creation and use.

Papers: The accumulation of an individual's papers. Sometimes used to describe the paper records of an organization.

pH Pen: Used to test the acidity of paper. On a scale of 0 to 14, 7.0 is the neutral point, values below 7.0 are acidic and those above alkaline.

Preservation: Measures taken to ensure that the contents of an archives are kept as

long as possible, e.g., through careful and secure storage and packaging.

Provenance: Originating source: the office or person or agency that created the records or papers kept in an archives.

Record/s: Documents or other material created by a business, organization or government agency in the course of its daily activity.

Records Centre: A building, room, or area where semi-current and other inactive records of an organization are kept pending their final disposal.

Record Group: The whole archives of an organization or the papers of an individual or family. Similar to " Fonds."

Records manager: An individual who controls the creation, use, and disposition of records while in use by a business, organization or government agency.

Records management: Controlling the creation, use and disposition of records while in use by a business, organization, or government agency.

Repository: The building, room or area set aside for the storage of archives.

Research facility: A room/area where archives, finding aids and related published materials can be consulted by a researcher. Also known as a reading or search room.

Researcher: A scholar or member of the public who consults the archives in a reading or search room. Also referred to as a User.

Retention schedule: List of series of records produced by an organization indicating the length of time for which they must be kept before disposal.

Series: Archival materials that are similar in format or are all created by a sub- section of an organization or have a similar purpose, e.g., Church Registers, Women's Association minutes, photographs etc.

Software: Programs installed on a computer to enable processes to run e.g. Access, Excel.

Sub Group: A body of related materials within a record group, usually consisting of the records of a subordinate administrative unit.

Surrogate: Copies of archives materials in various formats made to preserve the original.

Transfer: The physical and administrative movement of archives, e.g., into a Repository.

APPENDIX B: RESOURCES FOR ADDITIONAL INFORMATION

Many works have been published on various aspects of archival work. The websites listed here are good places to begin a search for more detailed information.

- International Council on Archives: http://www.ica.org/3/homepage/home.html
- Society of American Archivists: http://www2.archivists.org/
- Association of Commonwealth Archivists and Record Managers - http://www.acarm.org/
- Australian Society of Archivists – http://www.archivists.org.au/
- Conservation On Line: - http://cool.conservation-us.org/
- Resources for Evangelical Mission Archives http://www2.wheaton.edu/bgc/archives/ema/first.htm
- AABC Archivist's Toolkit - http://aabc.ca/resources/archivists-toolkit/

APPENDIX C: ORAL HISTORY TIPS

Oral history projects offer attractive possibilities for documenting the history of an organization. Before beginning to conduct oral history interviews, however, it is important to have a clear sense of the goals and guidelines for such a project.

These are the types of questions that should be addressed before a project begins:

- Are the purposes and objectives of the project clear? Are they realistic?
- Is the allocation of funds adequate to allow the project goals to be accomplished?
- Do you have the resources to create a written transcript of the interviews?
- Should the interview be recorded on sound or visual recording equipment?
- Are you using the best equipment available for your budget?
- Will the tapes you produce meet archival standards and be stored in a way that ensures their preservation?
- What will be the process for deciding who is to be interviewed?
- Who will do the interviewing?
- How will you provide training for the interviewer(s) and monitor their work?
- Do the interviewers know how to construct open-ended questions that will lead to productive results?
- How will the interview be structured?
- What system will you use to insure that pertinent information about the time, place, and circumstances of an interview is recorded and saved?
- How will you inform the interviewees about their rights regarding the information conveyed? How will you ensure that these rights are respected?
- How will the interview materials be cataloged or described so that they will be accessible in the future?

Oral history projects are most successful when they are carefully planned out and executed. If you intend to undertake a project, be sure to investigate the process thoroughly before you start.

APPENDIX D: RECORDS MANAGEMENT

A records management program is an important method of being proactive and deliberate about identifying and preserving documentation. The initial step in a records management program is to do a records inventory, which provides information about what types of records are held by the organization and where they are held.

RECORDS INVENTORY

Type of record	Current location(s)	Dates covered
Legal documents		
Annual reports		
Board minutes		
Minutes of committee meetings		
Committee or task force reports		
Property records		
Budgets and audits		
Financial ledgers		
Routine correspondence		
Email		
Event and conference records		
Personnel files		
Publicity brochures		
Newsletters		
Photographs, tapes, videos		
Material from other organizations		
Other materials…..		

Once the records inventory has been completed, the designated archivist and organizational leaders should work together to decide how long each type of record should be kept. Some records should be kept only temporarily and some records should be kept permanently. For each type of record a determination is made regarding its value in fulfilling legal or fiscal needs, operational or administrative needs, and historic needs.

For example:

- Certain types of financial records should be kept for several years because of tax requirements, even if they are not of operational value to the organization.
- Certain types of administrative records, such as travel arrangements, may no longer be needed after their function is fulfilled.
- Certain types of records should be kept permanently because they are important for documenting the history of the organization.

Here is an example of what a "records retention schedule" might look like:

Records Retention Schedule

Type of record	*How long to keep*	
Board minutes	Permanent	move to archives when not needed for frequent consultation
Annual reports	Permanent	"
By-laws, charters	Permanent	"
Annual budgets	Permanent	"
Annual audits	Permanent	"
Brochures/ publicity	Permanent	"
Newsletters/ reports	Permanent	"
Minutes of major committees	Permanent	"
Photographs	Permanent	"
Personnel records	Permanent	"
Property records	Temporary	keep until twenty years after sale
Tax records	Temporary	keep for seven years
Bank statements	Temporary	keep for seven years

Expense reports	Temporary	keep for seven years
Accounts payable invoices	Temporary	keep for three years
Routine correspondence	Temporary	keep only when actively needed
Travel arrangements	Temporary	keep only when actively needed

Of course there is no point in making a schedule unless it is followed. The leaders of the organization should charge a particular staff member with the responsibility of implementing the retention schedule. This "records manager" should be officially designated and given authority to carry out the task of implementation.

In most situations, records fall into the following four categories:

Records that are used daily or weekly -- should be close at hand in the organization's office.

Records that are used infrequently (monthly or a few times a year), or that need to be retained for a set period of years -- can be stored in a more remote storage area (e.g., a storeroom within the office).

Records that have historic value but are not used frequently -- should be deposited in the organization's archives, a safe and secure place.

Records that do not have lasting legal or historic value, are no longer used, and are not needed for tax or legal purposes -- should be discarded.

HAVE AN "ARCHIVES DAY"

Many organizations find it useful to have one day annually when records are evaluated. On this "archives day," infrequently used records (as described above) are removed from current office files and placed in boxes that are clearly labeled with an indication of the contents and the date until which they should be retained. Records with historic value are sent to the archives. Records without lasting value are destroyed or recycled. On this day, the records manager should check the storage area and disperse all records dated for removal.

APPENDIX E: CHECKLIST FOR GETTING STARTED

_____ Talk to the leaders of your organization and secure a commitment from them to develop and maintain an archival program, including financial and staff support.

_____ Prepare these written documents: a Statement of Goals, a Collection Policy, and an Access Policy.
Why are the archives being kept? What is being kept? Who will be able to use the archives?

_____ Designate some individual (or individuals) to be the "records manager" and the "archivist" for your organization.

_____ Secure and prepare a space in which the archives will operate.

_____ Have the records manager and archivist become familiar with the structure and history of the organization.

_____ Provide the archivist with any necessary training and documentation regarding archival methods. Investigate materials provided by a parent body or governmental agency.

_____ Have the archivist make a survey of what types of historical records are available, and where they are currently kept – both paper records and electronic records! Decide which of these records should be stored permanently in the archives.

_____ Establish specific procedures and schedules for getting records of historical value into the archives on an ongoing basis.

_____ Make registration or "accession" records and preliminary inventories for all materials received into the archives.

_____ Organize the records according to archival principles.

_____ Ensure the preservation of paper records by removing any rusting paper clips or rubber bands, packaging the records in good quality folders and boxes, and controlling the temperature and humidity in the area where records are kept. Ensure the preservation of electronic records by standardizing file types, making back-up copies, and monitoring the usability of the files.

_____ Prepare finding aids that describe and list the records in a way that makes them useable.

_____ Establish policies and procedures for a reading area.

_____ Make a distributable brochure or statement that describes your archives program.